



# TESL Training Center

## TESOL\* Teacher Certificate Program

\*Teaching English to Speakers of Other Languages

### Information & Registration Package



\*TESL Training Center is affiliated with the Academy of Teaching and Training, Canada.

# Welcome

Welcome to the TESOL program at the TESL Training Center! This Information and Registration Package provides details of our TESOL program and describes the procedures for successfully completing the courses. This is your key source of reference to our courses.

We encourage you to review the package, which includes TTC policies, application procedure, course descriptions, registration form, prices, etc. If you have any questions or concerns please contact us by phone or e-mail as indicated below.

Thank you!

Director:	Irene Lardizabal E-mail: <a href="mailto:admin@teslacademy.ca">admin@teslacademy.ca</a>
Administration & Promotions Coordinator:	Beth Garcia E-mail: <a href="mailto:mgarcia@teslacademy.net">mgarcia@teslacademy.net</a>
TESOL Mentor & Trainer:	Mylene Saludez E-mail: <a href="mailto:msaludez@teslacademy.net">msaludez@teslacademy.net</a>
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**Note:**  
All Information included in this package is subject to change.

**What's inside this package? (click title to go to corresponding page)**

[Course Information](#)

[Course Dates](#)

[Prices/Discounts](#)

[Refund Policy](#)

[TTC Staff](#)

[FAQ's](#)

[Registration Form](#)

# COURSE INFORMATION

## OUR MISSION STATEMENT

The TESL Training Center is committed to providing quality teacher education in the field of English as a Second Language. We are dedicated to delivering comprehensive teacher training programs that meet the needs of EFL/ESL employers both locally and internationally.

## THE PURPOSE OF OUR PROGRAMS

The main purpose of our programs is to mentor potential and current teachers in teaching English as a second or foreign language (ESL/EFL) with a solid theoretical background, relevant methodologies and practical, communicative teaching skills to teach English in the Philippines and abroad.

## OUR TWO MAIN POLICIES

### 1. English Only Policy

All students and staff of TESL Training Center are to speak ENGLISH ONLY at all times in our Manila office and/or in the utilized classroom of in Baguio City. Our staff is required to speak ENGLISH ONLY even if clients inquire in Filipino or other dialects/languages. Students, even during breaks, are required to speak ENGLISH ONLY when they are within the premises of the center.

### 2. 100% Attendance Policy

All registered, in-class students are required to attend ALL in-class sessions of the course. Any day(s) or hour(s) missed must be made up during the next batch's equivalent session(s).

## PROGRAM LOCATIONS

Classes are offered in two locations: Manila and Baguio City. Classes outside of these locations are offered by request.

Smoking is not allowed within the premises of TESL Training Center. During class hours, you are to switch off or switch to "silent mode" your cell phone, beeper, blackberry, iPod, mp3 player or other gadgets that would distract the class. It is deemed inappropriate if you check your text messages during class time. You may use your cell phone, Blackberry, etc during break times.

You have the option to bring a packed lunch, order a delivery or eat outside during break times. If you choose to have your lunch in the classroom, please help us maintain cleanliness by making sure the table is cleared after eating.

The administration office of the TESL Training Center is available for clients and students from 10am to 2pm., Monday through Friday, and 10am to 12nn on alternate Saturdays.

The TESL Training Center is not responsible for any physical injury or death, damage or loss of property, of the students within the premises.

## **HOMESTAY AND ACCOMMODATION**

To request a homestay, please contact our office by phone or by e-mail at least 4-6 weeks before your course start date. We have available transient homestay hosts in Manila and Baguio City. Homestay fees are to be paid a minimum of two weeks in advance to give the homestay hosts the time and funds to prepare for your arrival.

Cost:

Non-refundable, one-time Homestay Placement Fee: P 800

Accommodation fees: depends on your budget, with or without meals

## **PROGRAMS DESCRIPTION**

Our programs are designed to closely mentor our teachers through three main ways: (1) interactive discussions (theory), (2) experiential teaching (practicum) and (3) emphasis on continuing teacher education and development (research, employment, further studies, and organization memberships).

### **FOUNDATION TESOL**

- 35 hours - theory and methodology
- 10 hours - practicum
- 15 hours – independent readings/ assignments
- Full-time classes run Monday to Friday - 9:00AM to 4:00PM -5 straight days
- Part-time classes run 5 Saturdays - 9:00AM to 4:00PM

### **ADVANCED TESOL**

(EQUIVALENT TO TESL/TEFL BASIC OR ADVANCED – COMPLETED/ PASSED FOUNDATION TESOL REQUIRED OR EQUIVALENT)

- 65 hours - theory and methodology (in-class sessions)
- 10 hours - practicum if working towards TESL/TEFL Basic
- 40 hours - practicum if working towards TESL/TEFL Advanced
- Full-time classes run Monday to Friday - 9:00AM to 5:00PM -9 straight weekdays
- Part-time classes run 9 Saturdays 9:00AM to 5:00PM

## ENTRANCE REQUIREMENTS

- An updated 2-page resume including 3 references (names and contact details only, not reference letters)
- A cover letter explaining why you are interested in teaching ESL/EFL
- Successful completion of minimum high school diploma for Foundation TESOL. Recommended: university or college graduate
- Minimum university diploma for Advanced TESOL.
- Fluent in English. For students whose first language is not English, the recommended English level should be equivalent to the following scores:

English Language Proficiency Tests	Recommended Score
TOEFL	Computer-based 213/ Paper-based 550
and TWE or Writing Score on CBT	5 recommend 5.5
and TSE	55 recommend 60
or iBT	80 overall with a minimum score of 20 in each area
or IELTS	6.5 overall
or MELAB	85/ with a speaking test score 4
or Common European Framework	C1
or Canadian Language Benchmarks	CLB 9 in each area

Note: We do not require proof of scores. This is just a reference for you to gauge your English language level compared to the standard of our programs.

- In-house pre-course assessment test (online or in-person). To do the test online, please e-mail [admin@teslacademy.ca](mailto:admin@teslacademy.ca) your full name, e-mail address and city. Your login and password will be provided to you to enter the online test.
- Valid entry to the Philippines and/or copy of passport for international students (U.S./ Canada/ASEAN citizens included)
- Copy of any government issued ID with photo for Filipino citizens
- Foundation TESOL Certificate or equivalent is required to apply for Advanced TESOL. (Please provide us a copy of your certificate).

Acceptance into the program does not guarantee a certificate. To pass the course, students must fulfill all the course objectives and meet the instructor's standards.

## **CERTIFICATION RECEIVED UPON GRADUATION**

### **FOUNDATION TESOL**

Certificate in Teaching English to Speakers of Other Languages (Foundation TESOL)

### **ADVANCED TESOL (OR TESL/TEFL BASIC OR ADVANCED)**

Certificate in Teaching English to Speakers of Other Languages (Advanced TESOL)

OR

Post-Graduate Certificate in Teaching English as a Second or Foreign Language  
(Basic or Advanced)

## **PARTIAL OVERVIEW OF CURRICULUM**

### **FOUNDATION TESOL**

#### **THEORY**

- Theories of first and second language acquisition
- Student age and levels
- Learner variables
- Culture and society
- Meeting the needs of diverse learners in the classroom
- Cross-cultural and multicultural teaching
- Overseas country profiles and employment possibilities
- Local jobs, schools and employment possibilities

#### **METHODOLOGY**

- TESOL, TESL, TEFL, ESP, EAP, IELTS, TOEFL
- ESL methodologies and approaches
- The communicative approach to teaching ESL
- Curriculum & materials development
- Teaching styles
- Teaching all skills (listening, speaking, reading, writing, vocabulary, grammar)
- The teaching practicum
- Job application process
- Preparing for interview
- Pre-departure planning, culture shock adaptation and travel guidelines

Note: The complete curriculum is provided to registered/paid students only.

## **PARTIAL OVERVIEW OF CURRICULUM**

### **ADVANCED TESOL**

#### **THEORY**

- Foundations of classroom practice
- History of language teaching
  - Approach, method, technique
  - Methods of language teaching
- Communicative language teaching
- Teaching by principles
  - Cognitive principles
  - Linguistic principles
- Intrinsic motivation in the classroom
- Sociopolitical and institutional contexts

#### **METHODOLOGY**

- Designing and implementing classroom lessons
- Techniques, textbooks and technology
- Lesson planning review
- Integrating the four skills: listening, speaking, reading, writing
- Form-focused instruction
- Language assessment: basic concepts and practical classroom applications
- Continuing your teacher education: agents for change

Note: The complete curriculum is provided to registered/paid students only.

## SCHEDULE OF COURSES

- **Foundation TESOL\***

**Fulltime Schedule:** Monday to Friday, 9:00AM to 4:00PM (5 days)

**Part-time Schedule:** Sat 9:00AM to 4:00 PM (5 weeks)

SCHOOL YEAR 2010	
FTESOL FULLTIME - Monday to Friday	FTESOL PART-TIME - Saturdays Only
January 11-15	January 30 – February 27
February 8-12	March 6 - April 3
March 8-12	April 10 - May 8
April 5-9	May 15 - June 12
May 3-7	June 19 - July 17
June 7-11	July 24 - August 21
July 5-9	August 28 - September 25
August 9-13	October 2 - October 30
September 6-10	November 6 - December 4
October 4-8	
November 8-12	
December 6-10	

\* Course dates are subject to change

- **Advanced TESOL\***

**Fulltime Schedule:** Monday to Friday, 9:00AM to 5:00PM (9 days)

**Part-time Schedule:** Sat 9:00AM to 5:00 PM (9 weeks)

<b>SCHOOL YEAR 2010</b>	
<b>ATESOL FULLTIME - Monday to Friday</b>	<b>ATESOL PART-TIME - Saturdays Only</b>
January 18-28	February 6 - April 3
February 15-25	April 10 - June 5
March 15-25	May 15 - July 10
April 12-22	June 19 - August 14
May 10-20	July 24 - September 18
June 14-24	August 28 - October 23
July 12-22	October 2 - November 27
August 16-26	November 6 - January 8
September 13-23	
October 11-21	
November 15-25	
December 13-23	

\* Course dates are subject to change

Note: In case of any weather emergency, please call, text or e-mail TESL Training Center to check if it would affect your class dates.



## CANCELLATIONS, WITHDRAWALS AND REFUNDS

### REFUND POLICY\*:

- **FULL REFUND** if requested prior to the start of the course. Only written request for refund is recognized by the Administration Coordinator. (Hard copy, with signature of the student.)
- Because our TESOL program is a short course, there are **NO REFUNDS** from the first in-class session onwards (regardless of payment plan).
- A student may postpone course attendance for personal reasons such as illness, family events/death or work demands. He or she is most welcome to join the next available course dates. **However, there are no refunds even for the abovementioned personal reasons.** Only written request for deferred course is recognized by the Administration Coordinator. (Hard copy, with signature of the student.)

\*The Refund Policy applies only to written (hard copy) requests only.

### CANCELLATION/ WITHDRAWALS:

Registration in our programs, whether correspondence or in-person, automatically results in a financial, legal commitment.

The following reasons are not acceptable for cancellations and withdrawals:

- delayed payment of fees
- absences and tardiness during the program
- non-submission of assignments

However, if you wish to cancel or withdraw, you must do so officially in writing addressed to the Academic Director (e-mail [admin@teslacademy.ca](mailto:admin@teslacademy.ca)). Failure to do so will result in liability for all associated fees.

\* For returned or NSF cheques, the Academy will charge the student additional P 1000.00 for administration fee.

\* The TESL Training Center does not provide financial assistance to students.

## THE TTC STAFF

- **Irene J.I. Lardizabal**, Academic Director, B.A. ELT and M. Ed. TESL. Irene is the overall director of the teacher training programs of TESL Training Center, Philippines and Academy of Teaching and Training, Canada. E-mail: [admin@teslacademy.ca](mailto:admin@teslacademy.ca)
- **Beth Garcia**, Admin & Promotions Coordinator, BA Communication Arts. Beth is in charge of all admin-related tasks, and acts as a liaison person between students and the TTC staff. E-mail: [mgarcia@teslacademy.net](mailto:mgarcia@teslacademy.net) or [registrar@teslacademy.net](mailto:registrar@teslacademy.net)
- **Mylene Saludez**, TESL/TEFL/TESOL Instructor and Practicum Supervisor, TESL/TEFL Certificate. Mylene teaches the fulltime/part-time courses of TESOL/TEFL/TESL courses in Manila and oversees the practicum component. E-mail: [msaludez@teslacademy.net](mailto:msaludez@teslacademy.net).
- **Debbie Achawon**, TESOL Instructor and Practicum Supervisor, B.S Biology, Teacher Certificate, M.A. Biology (Candidate) and TESOL Certificate. Debbie teaches the fulltime/ part-time courses in Baguio City and oversees the practicum component. E-mail: [dachawon@teslacademy.ca](mailto:dachawon@teslacademy.ca).

To contact any of our staff by phone, please use our office number 439-5683. We do not provide cell number or home number of any of our staff without their permission.

## FREQUENTLY ASKED QUESTIONS

- *When is the deadline for registration?*

Ideally, a potential student must register minimum 10 business days before course start date to collect study materials after payment. This would give the student ample time to do advanced independent reading to prepare for the in-class sessions.

- *My undergraduate degree is in an unrelated discipline. Will this affect my eligibility for the program?*

No. Most TESOL students, even instructors, come from different backgrounds (science, computing, literature). However, experience working with ESL/EFL students is a plus.

- *Can I teach in the elementary or high school levels with a TESL/TEFL certificate?*

In order to teach in the Philippine school system, one must have valid teaching credentials. The TESOL certificate is not a substitute for a mainstream teaching certificate. However, if the school has ESL departments or classes, then you can teach ESL using your TESOL certificate.

- *Does TESL Training Center guarantee me a job afterwards?*

The TESL Training Center is a teacher training company, not a recruiting agency. Unlike others who make such misleading guarantees, the TTC is not in the business of making money off its students twice (recruiters also pay training organizations for "job placement fees"). Because of the vast global need for ESL teachers, some employers hire unqualified, uncertified English-speaking instructors. However, majority of employers are educated to hire teachers trained and certified by institutions such as the TTC to ensure language communication success.

What the TTC absolutely guarantees is to teach, to equip and to mentor you to teach English effectively, wherever you plan to go. Part of the benefits of being a graduate of the TTC is an exclusive, regular access to our job database and a free lifelong consultation with our teaching staff.

- *I already teach English (or tutor students in English) in the Philippines. How will I benefit from being certified by the TTC?*

Teaching English as a second or foreign language is different from traditional English teaching. Throughout our course curriculum, the TTC promotes Communicative Language Teaching techniques, multilevel teaching tips, multicultural awareness and teacher education/development. In fact, in North America, there is a growing demand for all public school teachers of all subjects to have a basic training on ESL teaching because of the increasing population of immigrants whose first language is not English.

- *Will my certificate expire?*

Your TESOL certificate has no expiration date and you are not required to renew it either. However, the TTC may revoke an issued certificate if:

- submitted documents (e.g. passport, university diploma, birth certificate, etc) are found to be fraudulent
- submitted assignments and lesson plans are a result of plagiarism or copying

- a graduate misuses or misrepresents in the TTC in any situation that would jeopardize the TTC's reputation

- *Is there another way of proving that I am indeed a graduate of the Academy of Teaching and Training?*

Your name will be added to our official list of graduates which is posted on our website at <http://www.teslacademy.ca/attgraduates.pdf>.

- *What happens if I lose my certificate?*

You can request a duplicate certificate for a fee of Cdn 28 (or P 1,260.00). Simply e-mail [admin@teslacademy.ca](mailto:admin@teslacademy.ca) and your duplicate certificate will be mailed to your postal address (or you can pick it up from our office). Allow 1-2 weeks delivery. Special/express delivery cost is separate, if requested by the student.

- *Can I switch from in-class to correspondence prior or in the middle of the program?*

Yes, you can. Simply inform the Administration Coordinator, Beth Garcia, and e-mail the Director of the Academy of Teaching and Training, Canada, Ms. Irene Lardizabal. There is no difference in costs between in-class and correspondence; therefore, there are no price adjustments. Same requirements for both in-class and correspondence.



TESL Training Center  
 Unit 113, Minnesota Mansion  
 #267 Ermin Garcia St., Cubao, QC  
 Tel. 439-5683  
 registrar@teslacademy.net  
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## REGISTRATION FORM

Please print clearly. Thank you.

First Name	
Last Name	
Complete Address with Postal/Zip Code	
Telephone Number(s)	(Home) _____ (Cell) _____
E-mail address(es)	
Check (✓) preferred course	<input type="checkbox"/> <b>Foundation TESOL</b> (Fulltime) – Mon-Fri, 9am to 4pm (5 days) – P18,675 <input type="checkbox"/> <b>Foundation TESOL</b> (Part-time) – 5 Saturdays 9am to 4pm - P 21,675 <input type="checkbox"/> <b>Advanced TESOL</b> (Fulltime) – Mon-Fri, 9 straight weekdays, 9am to 5pm – P23,675 <input type="checkbox"/> <b>Advanced TESOL</b> (Part-time) – 9 Saturdays, 9am to 5pm – P26,675
Preferred Course Start Date	Month _____ Day _____ Year _____
Check (✓) how you heard about the Academy	<input type="checkbox"/> Flyer <input type="checkbox"/> Internet search <input type="checkbox"/> Google <input type="checkbox"/> Family/Friend <input type="checkbox"/> Poster <input type="checkbox"/> Other (pls specify) .....
Preferred communication	<input type="checkbox"/> By phone, best time to call me ..... <input type="checkbox"/> By e-mail <input type="checkbox"/> By snail mail
Complete checklist before mailing out this form	<input type="checkbox"/> Letter of application <input type="checkbox"/> 2-page resume with 3 references: <input type="checkbox"/> P3,375 admin fee for <b>international, non-Filipino students</b> or P300 application fee for <b>Filipino students</b> <input type="checkbox"/> Copy of most recent diploma <input type="checkbox"/> Copy of government issued ID with photo for Filipino citizens <input type="checkbox"/> Copy of passport for US or international students <input type="checkbox"/> Passed English assessment test (please call for appointment or e-mail <a href="mailto:admin@teslacademy.ca">admin@teslacademy.ca</a> for online version)

<p>Calculate your total amount to pay TTC (see prices in info package)</p>	<p>Course fees ..... _____</p> <p>Non-refundable Application fee P300 for local students (P3,375 for international students) ..... _____</p> <p>Discount ..... _____</p> <p style="text-align: right;">TOTAL _____</p> <p>Check all that apply:  <input type="checkbox"/> In-class Program      <input type="checkbox"/> Correspondence Program  <input type="checkbox"/> Payment Plan            <input type="checkbox"/> Requesting for homestay near TTC</p>
<p>Check your preferred payment option</p>	<p><b>Recommended:</b> Pay your tuition and application fees at any BPI bank. Present your proof of payment at TESL Training Center. (Please contact TESL Training Center for our business account details before going to the bank.)</p> <p><b>Other option:</b>  <b>Credit Card</b> – e-mail paypal@teslacademy.ca for PayPal instructions. You will receive an e-mail with payment instructions. You will pay online. (Major credit cards only, US or Canadian dollars)</p> <p><b>Note: TTC does NOT accept cash. Please review our refund policy before issuing payment.</b></p>
<p style="text-align: center;"><i>Mail, drop off or scan/e-mail this registration form to contact details below. Thank you.</i></p> <p style="text-align: center;"><b>TESL Training Center</b>  <b>Unit 113, Minnesota Mansion, #267 Ermin Garcia St. Cubao, Quezon City</b>  Phone: <b>Office: (632) 4395683; Cell: 09286685445</b>  <b>Office timings for new clients: Mon-Fri – 10am to 3pm</b>  E-mail: <b>registrar@teslacademy.net</b></p> <p style="text-align: center;"><b>*Before you visit, please call or e-mail first for appointment for quality attention from our staff.</b></p>	

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Date received	Staff Name & Signature	Comments

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